

National Parents Council: Inclusion Voice and Influence Officer **(<https://www.activelink.ie/node/110412>)**



NPC Inclusion Voice and Influence Officer

Introduction to NPC

National Parents Council (NPC) is the representative organisation for parents of children in early, primary and post-primary education. NPC was established as a charitable organisation in 1985, under the programme for Government, as the representative organisation for parents of children attending primary school and NPC's remit was extended to cover parents with children in early years in 2017 and in post-primary in 2022. NPC received statutory recognition in the Education Act 1998.

NPC exists to ensure that all parents are supported and empowered to become effective partners in their children's education. NPC works to increase the capacity and capability of the education sector, to achieve true partnership and deliver better outcomes for all children.

Terms & Conditions

The salary for this role is €34,000 per annum.

Hours: 35 hours a week (flexibility is required: some weekend and evening work will be a feature of this employment)

Reporting to the Advocacy Services Manager

Place of work: Dublin City Centre location, (however nationwide travel will be required) Car owner and full driving license essential.

The contract is for three years fixed term with an initial probationary period of nine months.

Role

To oversee and lead the NPC Inclusion, Voice and Influence service, ensuring the delivery of quality services which meet the needs of parents, supporting children in the education sector.

This role will broadly incorporate the following:

- Deliver NPC's Mission, Vision and Values which influence improvements in education in Ireland, through coordinating and delivering projects and activities.
- Gather data and insight from parents and children to help NPC and other education stakeholders understand the lived experiences of children and their parents in education with a special focus on hearing the voice of seldom heard parents and children.
- Plan, deliver and coordinate parent and child voice and participation activities as required. For example:
 - Planning and delivering campaigns, projects and events with parents and children
 - Recruiting parents and children to participate in consultation and advocacy events.
- Work closely and collaboratively with colleagues inside and outside of NPC; to ensure participation and voice activities are delivered successfully.
- Develop and maintain excellent relationships with local partners and stakeholders, to enable parents and children from all walks of life to be able to participate in our consultation and participation activities.
- Attend relevant local, regional and national groups, forums and networks to support programme delivery, to share best practice and learn from others in our field.
- Maintain clear and accurate monitoring, evaluation and performance data for all activities, to demonstrate the impact of

- our work.
- Produce and contribute to performance reporting.
 - Maintain accurate records of parents' and children's participation, regularly evidencing individual progress and the decisions and services they influence.
 - Undertake additional general duties from time to time, as required by the CEO / Deputy CEO, which are in line with the nature and grade of this post.

Please see Job Description attached below.

Applications should be in the form of a letter of application and CV (max 2 pages) and be emailed trwalpole@npc.ie (<mailto:trwalpole@npc.ie>) with "Inclusion Voice & Influence Officer" in the subject line or by post marked **Confidential to Rob Walpole, Deputy CEO, National Parents Council**, 12 Marlborough Court, Marlborough Street, Dublin 1, D01 XP86

Please note that there is no closing date for this campaign. However, the competition may close at short notice dependent on the volume of the applications. NPC advise that you submit your application for this position as soon as possible.

Interviews for those who are shortlisted will be held in the National Parents Council office.

The National Parents Council is an equal opportunity employer

Region

Dublin City

Date Entered/Updated

22nd Aug, 2024

Expiry Date

13th Sep, 2024

Attachment

[Inclusion Voice and Influence Job Description_august2024.pdf](#)

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158.36
KB

Source URL: <https://www.activelink.ie/vacancies/children-youth/110412-national-parents-council-inclusion-voice-and-influence-officer>